

# Searching/Adding/Changing an Address Book Record

## Overview

In order for a business or individual to receive payment from the State, an Address Book record must exist in NIS.

To have an Address Book Record added to NIS, a request must be sent to the Address Book section of DAS - State Accounting.

 W-9 forms are to be submitted in advance of a vendor being added to the NIS Address Book. (Please navigate to [www.irs.gov](http://www.irs.gov) to find a blank W-9 form.) The agency may still enter the vendor Address Book HTML request form, but the request will be placed on temporary hold until the completed W-9 form is sent to State Accounting via email, fax, or regular mail. W-9 forms are required for the following:

- New Business
- Change of business name or Tax ID
- Business is operating under an individual's Social Security Number

This work instruction shows how to:

[Search for an Address Book Record](#)

[Add an Address Book Record](#)

[Change an Address Book Record](#)

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website:

[www.das.state.ne.us](http://www.das.state.ne.us).

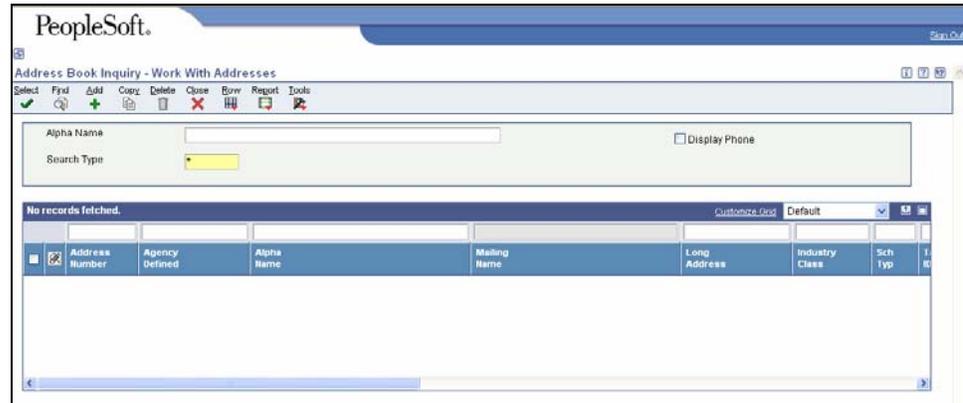
## Navigation

Address Book > Address Book Inquiry

## Steps

### Search for an Address Book Record

Start this instruction from the Address Book Inquiry - Work with Addresses window.



1. In the Header, checkmark **Display Phone**. This will allow the phone number to populate in the grid.
2. In the Tax ID field in the QBE line, enter the Federal Tax Number or Social Security Number.
3. Click **Find**.
4. If the Address Book record does not appear in the grid, skip to step 6. If the Address Book record appears in the grid, verify the following:
  - Proper spelling of name
    -  Individuals should be in the following format:  
LASTNAME, FIRSTNAME
  - Address
    -  Records with different search types will appear. For more information on Address Book search types, either click the visual assist in the Sch Type field in the QBE line, or refer to [Search Type Descriptions](#) on the NIS Website.
5. If any of the above items are incorrect, follow the instructions to [Change an Address Book Record](#). If the above items are correct, use this address book record for processing.
6. To search on a name, remove the number from the Tax ID field.
7. Enter part of the name in the Alpha Name field; use the wildcard(\*) as necessary.
  -  Example: to search for Cornhusker Press, enter \*HUSKER\*, or to search for Lindsey Miller, enter MILLER\* or MILLER, L\*. (The asterisk (\*) serves as a wildcard.)
  -  **This search is not case sensitive.**
8. Click **Find**.

9. If the Address Book record does not appear in the grid, follow the instructions to [Add an Address Book Record](#). If the Address Book record appears in the grid, verify the following:
  - Proper spelling of name
    - ✎ Individuals should be in the following format:  
 LASTNAME, FIRSTNAME
  - Address
  - Tax ID
- ⚠ As a reminder, when there are multiple Address Book numbers with the same Tax ID (FTIN) and address, always use the lowest Address Book number. (ex. use 500010, not 500011)
10. If any of the above items are incorrect, follow the instructions to [Change an Address Book Record](#). If the above items are correct, use this address book record for processing.

## Add an Address Book Record

Start this instruction from the NIS Sign on page: <http://www.nis.ne.gov>

**Welcome to the Nebraska Information System**

This is a government computer system. Unauthorized access is prohibited. Anyone using this system is subject to monitoring. Unauthorized access or attempts to use, alter, destroy or damage data, programs or equipment could result in criminal prosecution.

[Sign on to NIS](#)

As you begin the process of signing on to NIS you will be asked for your USERID and PASSWORD. If you do not know your user id or password, if you encounter any problems or have any questions about the sign on process or the NIS System you will need to contact the **HELP Desk** at (402) 471-4636 or 1-800-982-2468. To sign on to NIS click the above button.

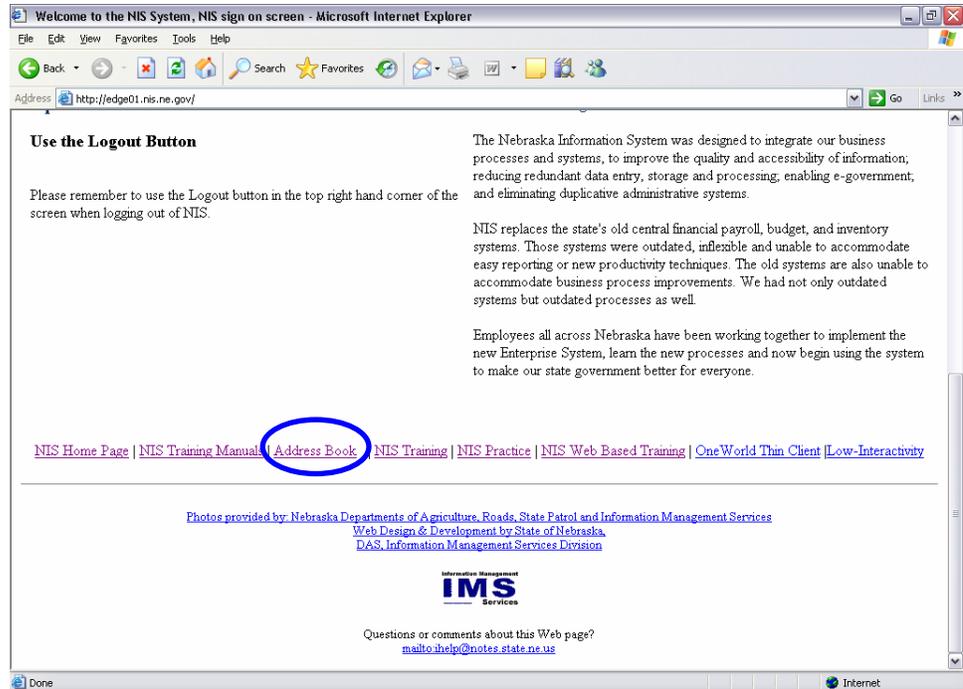
**Tip of the Week**

**Use the Logout Button**

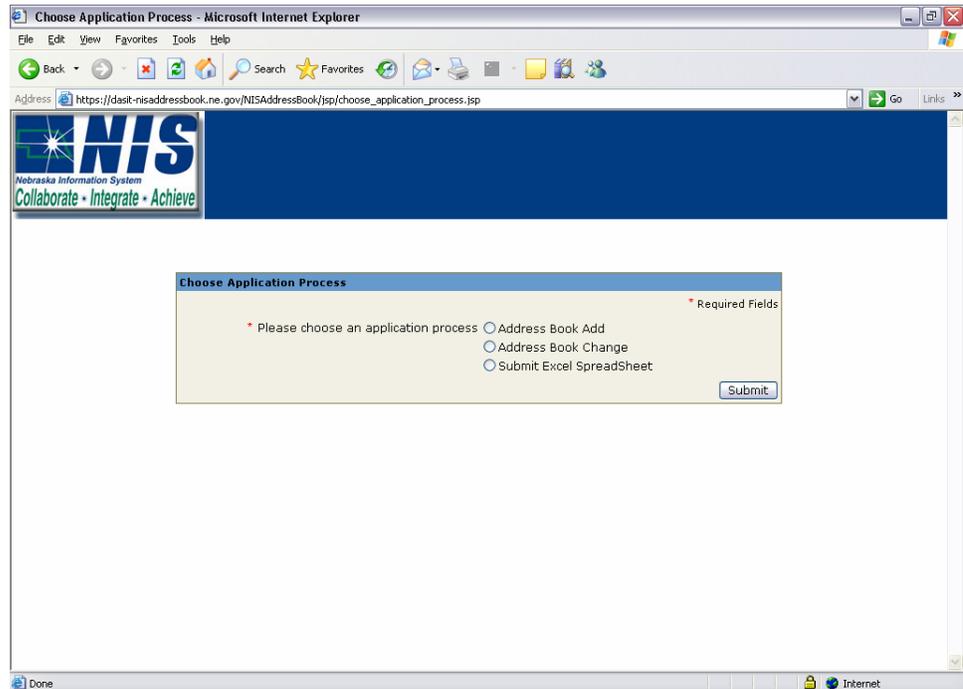
**Collaborate \* Integrate \* Achieve**

The Nebraska Information System was designed to integrate our business processes and systems, to improve the quality and accessibility of information, reducing redundant data entry, storage and processing, enabling e-government.

1. Scroll to the bottom of the page.



2. Click on **Address Book**, the Choose Application Process window appears.



3. Click **Address Book Add**.

4. Click **Submit**. The Address Book Add form appears.

**Address Book Add Form** \* Required Fields

**Requestor Information**

\* Name:

\* Agency Name:

\* Phone Number:  -

\* Email Address:

**Address Information**

\* Alpha Name:

Mailing Name:

\* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\* City:

\* State:

\* Zip:

\* Country:

Phone Number:  -

Fax Number:  -

Contact Name:

\* Entity Type:

Tax ID or SSN:  *Please mail W-9 form to State Accounting*

**Purpose for Address Book setup (check all that apply):**

Mailing Purchase Orders To  Mailing Invoices To

Mailing Payments To  Ship to Location

A Political Subdivision  Customer

Add to State Purchasing Bureau bid list

Other:

**Other Information**

Payment terms:

Designation (if applicable):

**ACH Information**

ACH information to be mailed into State Accounting:

<< Back Submit

Fields with a red asterisk (\*) are required.

5. Complete the following fields in the Requestor Information Section

- Name - enter your name
- Agency Name - enter your agency name
- Phone Number
- Email Address

This person may be contacted regarding the Address Book request.

6. Complete the following fields in the Address Information section:

- Alpha Name -

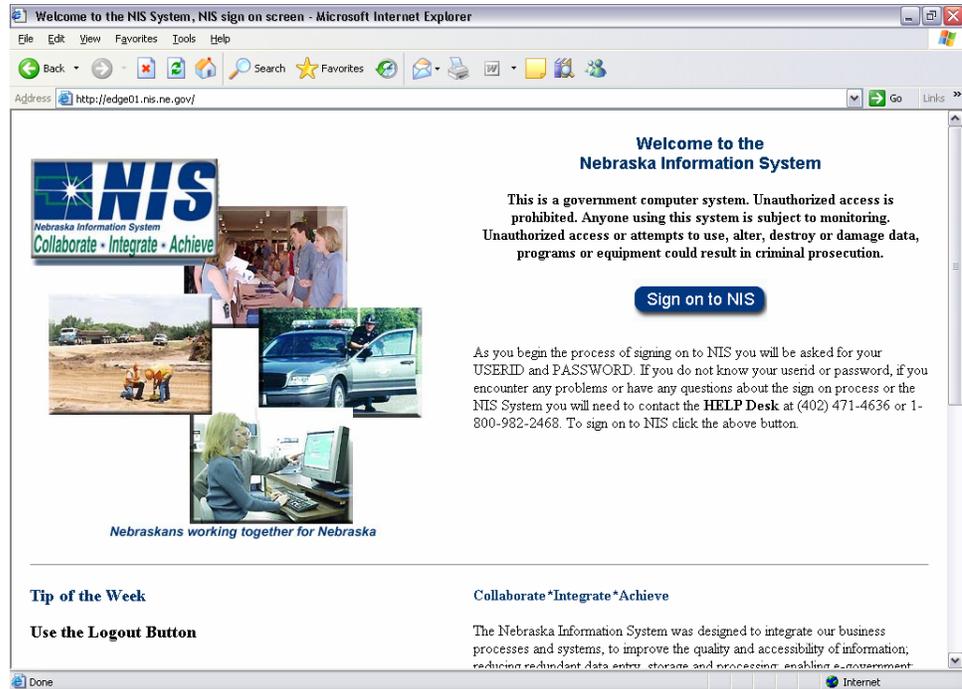
- With the exception of the comma separating last and first name, punctuation is not allowed. Punctuation such as a period or hyphen should be replaced with a space.
  - Examples:
    - John O'Brien will be entered as OBRIEN, JOHN
    - HFI, Inc. will be entered as HFI INC
    - JONES-SMITH, CONNIE will be entered as JONES SMITH, CONNIE
    - Ebay.com will be entered as EBAY COM
- Title and Suffix is not included in the Alpha Name (Ex. Dr. John Smith will be entered as SMITH, JOHN. John Smith Jr. will be entered as SMITH, JOHN.)
- Do not enter the word, "the." (Ex. The Money Company will be entered as MONEY COMPANY)
- Unless this record is a DBA (Doing Business As), the Alpha name should match the owner of the Federal Tax ID or Social Security Number. If this record is a DBA, the business name should be entered in the Alpha Name field.
- Only one name is allowed in this field. The person who owns the Social Security Number entered on the request should be entered in the Alpha Name field. (Ex. Betty and Bob Jones will be entered JONES, BETTY or JONES, BOB depending on who owns the Social Security Number provided with the request)
  -  Both names can be entered in the Mailing Name field below.
- If possible, do not abbreviate (Ex. Nebraska State Fair should be entered NEBRASKA STATE FAIR, not NE STATE FAIR.)
- Mailing Name - enter the name as it should appear on the warrant. The Mailing Name field is the first line that appears on the printed warrant. (Ex. Dr. John Smith, Jr. should be entered DR. JOHN SMITH, JR.)
  -  If this is a DBA, enter the name of the person who owns the Social Security Number entered on this request.
- Address Line 1, 2, 3, and/or 4 - enter the address
  - Address lines can be an extension of the Mailing name if the Mailing Name field is not large enough to accommodate the entire name.
  - Only a confirmed mailing address should be entered. (A confirmed mailing address can be found on [www.usps.com](http://www.usps.com) or other legitimate websites such as [www.whitepages.com](http://www.whitepages.com) or [www.switchboard.com](http://www.switchboard.com))
  - If both a physical address and a PO Box need to be entered in the address lines, the PO Box is entered on the bottom (higher Address Line field).
    -  Both a PO Box and RR address should not need to be entered in the Address lines. Mail for a PO Box is delivered to the post office. A RR is for a rural customer who receives mail at their house in the country.

- If a mailing address includes a suite # or an apartment #, the complete address must be entered on one line (Ex. 1542 A Street #5).
  - If this is a DBA, enter DBA "business name" in Address Line 1 (Ex. DBA SMITH CONSTRUCTION). Enter the business address in Address Line 2.
  - City - enter without punctuation or abbreviation. (Ex. O'Neill should be entered ONEILL and St. Paul should be entered SAINT PAUL)
  - State - choose an option from the drop-down menu.
  - Zip - enter the 5 digit zip code plus 4 digit extension. The four digit extension can be found at [www.usps.com](http://www.usps.com). (Ex. 68510 should be entered 68510-1234)
    - The 4 digit extension will be different for every address.
  - Country - choose an option from the drop-down menu.
  - Phone Number
  - Fax Number
  - Contact Name - enter the name of person who should be contacted with questions.
  - Tax ID or SSN - this is a required field.
    - The Tax ID should be the businesses Federal Tax ID or the individual's social security number.
    - Do not enter dashes in this field (Ex.506-23-1111 should be entered 506231111)
7. Check the applicable fields in the Purpose for Address Book Setup section:
- Mailing Purchase Orders To
  - Mailing Payments to
  - A Political Subdivision
  - Add to State Purchasing Bureau bid list
  - Mailing Invoices To
  - Ship To Location
  - Customer
  - Other - enter another option that is not listed in the form
-  To create a PP record, check Mailing Payment to only
  -  To create a V record, check both Mailing Purchase Orders To and Mailing Payments To
  -  To create a VP, check both Mailing Payments To and A Political Subdivision
  -  To create an F record, check both Ship to Location and Mailing Invoices To
  -  To create a C record, check both Customer and Mailing Invoices To
8. Complete the following information in the Other Information section:

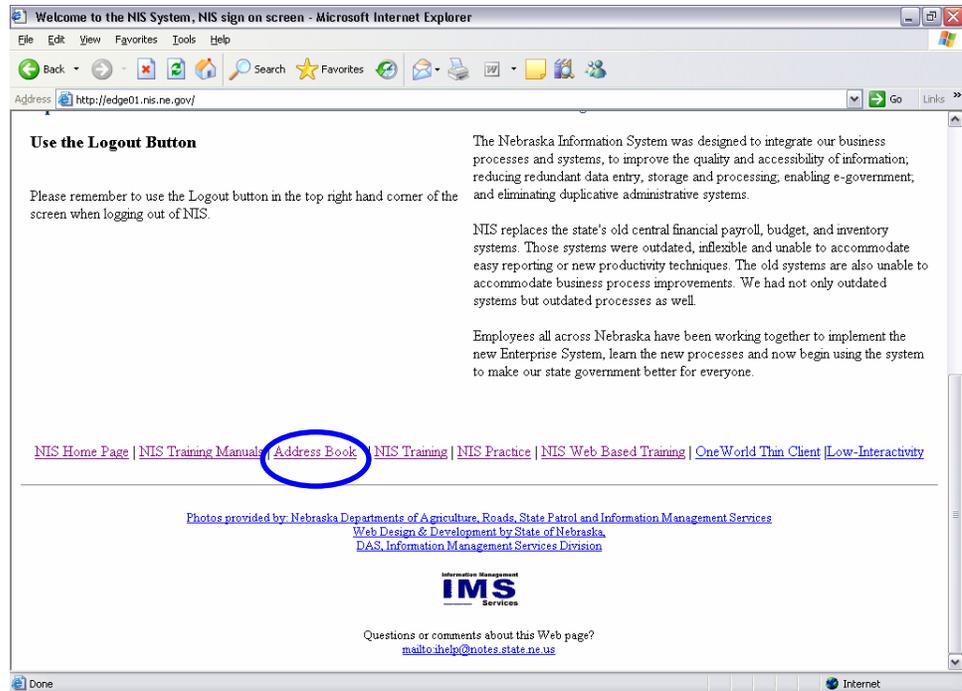
- Payment Terms - choose from the drop-down menu. Any social security number receives payment due upon receipt. Any Federal Tax ID number receives Net 30. (If necessary, Payment Terms can be changed by using the Special Handling field in Voucher Processing)
  - Designation (if applicable) - choose from the drop-down menu.
  - ACH Information - check if an ACH will accompany this request.
9. Click **Submit**.
-  The request will be sent to DAS - State Accounting - Address Book Section for review and processing. Once processed, an automatic email will be sent to the email address in the requester field with the new address book number.

# Change an Address Book Record

Start this instruction from the NIS Sign on page: <http://www.nis.ne.gov>



1. Scroll to the bottom of the page.



2. Click on Address Book, the Choose Application Process window appears.

The screenshot shows a Microsoft Internet Explorer browser window titled "Choose Application Process - Microsoft Internet Explorer". The address bar displays the URL: [https://dasit-nisaddressbook.ne.gov/NISAddressBook/jsp/choose\\_application\\_process.jsp](https://dasit-nisaddressbook.ne.gov/NISAddressBook/jsp/choose_application_process.jsp). The page features the NIS logo (Nebraska Information System) with the tagline "Collaborate • Integrate • Achieve". The main content area contains a form titled "Choose Application Process" with a "Required Fields" indicator. The form text reads: "Please choose an application process" followed by three radio button options: "Address Book Add", "Address Book Change", and "Submit Excel Spreadsheet". A "Submit" button is located at the bottom right of the form.

3. Click **Address Book Change**.
4. Click **Submit**. The Address Book Change Form appears.

**Address Book Change Form** \* Required Fields

\* Address Book Number:

Inactivate - Entity no longer exists

**Requestor Information**

\* Name:

\* Agency Name:

\* Phone Number:  -

\* Email Address:

**Address Information**

\* Alpha Name:

Mailing Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State:

Zip:

Country:

Phone Number:  -

Fax Number:  -

Contact Name:

Entity Type:

Tax ID or SSN:  Please mail W-9 form to State Accounting

**Purpose for Address Book setup (check all that apply):**

Mailing Purchase Orders To  Mailing Invoices To

Mailing Payments To  Ship to Location

A Political Subdivision  Customer

Add to State Purchasing Bureau bid list

Other:

**Other Information**

Payment terms:

Designation (if applicable):

**ACH Information**

ACH information to be mailed into State Accounting:

<< Back Submit

5. Enter the existing NIS Address Book Number in the Address Book Number field.
  6. Complete the following fields in the Requestor Information Section
    - Name - enter your name
    - Agency Name - enter your agency name
    - Phone Number
    - Email Address
  7. Change the appropriate fields in the form.
-  Fields with a red asterisk (\*) are required.

8. Click **Submit**.

-  The request will be sent to DAS - State Accounting - Address Book Section for review and processing. Once processed, an automatic email will be sent to the email address in the requester field indicating the request has been completed.